

# Information Reporting, Reports and Requirements

1952 - 1953

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Approved For Release 200 Security Information 000100030037-7

## SCHEDULE FOR INFORMATIONAL REPORTING COURSE I

Monday, 18 August 1952

8:30 to 9:00 Registration for the Course  
9:00 to 9:30 Introduction to the Course  
9:30 to 12:00 Study: Reading Material  
  
1:00 to 2:00 Conference: The Reports Function in the Field  
2:00 to 5:00 Study of the Reading Material

Tuesday, 19 August 1952

8:30 to 9:00 Study  
9:00 to 11:00 Conference: The Reports Function at Headquarters  
11:00 to 12:00 Study: Reading Material  
  
1:00 to 2:30 Conference: Evaluation  
2:40 to 5:00 Exercise: Preparation of an Information Report and Operational and Registry Data Sheet

Wednesday, 20 August 1952

8:30 to 9:00 Study  
9:00 to 10:00 Group Exercise: Preparation of a Headquarters Dissemination  
10:10 to 11:00 Demonstration: Customer Evaluation  
11:10 to 12:00 Lecture: CE Information Reporting and Recording  
  
1:00 to 1:50 Conference: CE Information Handling  
2:00 to 3:50 Conference and Exercise: Translation and Transmission (Cable-writing)  
4:00 to 5:00 Lecture: Reports to and from Foreign Governments

Thursday, 21 August 1952

8:30 to 9:00 Study  
9:00 to 11:00 Conference: "Fabrication" and "Paper Mills"  
11:00 to 12:00 Lecture: Training of Agents in Information Collection and Reporting  
  
1:00 to 5:00 Conference: Collection Targets

Friday, 22 August 1952

8:30 to 9:00 Study  
9:00 to 12:00 Group Exercise: Reports Appraisal  
1:00 to 4:00 Group Exercise: Reports Appraisal  
4:00 to 5:00 Review and Critique of the Course

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SCHEDULE FOR REPORTS COURSE II

Monday, 22 September 1952

8:30 to 9:00 Registration for the Course  
9:00 to 9:30 Introduction to the Course  
9:30 to 12:00 Study: Reading Material  
1:00 to 2:00 Conference: The Reports Function in the Field  
2:00 to 5:00 Study of the Reading Material

Tuesday, 23 September 1952

8:30 to 9:00 Study  
9:00 to 11:00 Conference: The Reports Function at Headquarters  
11:00 to 12:00 Study: Reading Material  
1:00 to 2:30 Conference: Evaluation  
2:40 to 5:00 Exercise: Preparation of an Information Report and Operational and Registry Data Sheet

Wednesday, 24 September 1952

8:30 to 9:00 Study  
9:00 to 10:00 Group Exercise: Preparation of a Headquarters Dissemination  
10:10 to 11:00 Demonstration: Customer Evaluation  
11:10 to 12:00 Lecture: CE Information Reporting and Recording  
1:00 to 1:50 Conference: CE Information Handling  
2:00 to 3:50 Conference and Exercise: Translation and Transmission (Cable-writing)  
4:00 to 5:00 Lecture: Reports to and from Foreign Governments

Thursday, 25 September 1952

8:30 to 9:00 Study  
9:00 to 10:30 Lecture: Training of Agents in Information Collection and Reporting  
10:30 to 12:00 Reading: Von Braun Case  
1:00 to 3:00 Conference: "Fabrication" and "Paper Mills"  
3:00 to 5:00 Conference: Collection Targets

Friday, 26 September 1952

8:30 to 9:00 Study  
9:00 to 12:00 Group Exercise: Reports Appraisal  
1:00 to 4:00 Group Exercise: Reports Appraisal  
4:00 to 5:00 Review and Critique of the Course

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SCHEDULE FOR REPORTS COURSE III

Monday, 27 October 1952

8:30 to 9:00 Registration for the Course  
9:00 to 9:30 Introduction to the Course  
9:30 to 12:00 Study: Reading Material  
  
1:00 to 2:00 Conference: The Reports Function in the Field  
2:00 to 5:00 Study of the Reading Material

Tuesday, 28 October 1952

8:30 to 9:00 Study  
9:00 to 11:00 Conference: The Reports Function at Headquarters  
11:00 to 12:00 Study: Reading Material  
  
1:00 to 2:30 Conference: Evaluation  
2:40 to 5:00 Exercise: Preparation of an Information Report and Operational and Registry Data Sheet

Wednesday, 29 October 1952

8:30 to 9:00 Study  
9:00 to 10:00 Group Exercise: Preparation of a Headquarters Dissemination  
10:10 to 11:00 Demonstration: Customer Evaluation  
11:10 to 12:00 Lecture: CE Information Reporting and Recording  
  
1:00 to 1:50 Conference: CE Information Handling  
2:00 to 2:50 Lecture: Reports to and from Foreign Governments  
3:00 to 5:00 Conference and Exercise: Translation and Transmission (Cable Writing)

Thursday, 30 October 1952

8:30 to 9:00 Study  
9:00 to 11:00 Conference: Fabrication and "Paper Mills"  
11:00 to 12:00 Reading: "Von Braun" Case  
  
1:00 to 2:30 Conference: Training of Agents in Information Collection and Reporting  
2:40 to 5:00 Conference: Collection Targets

Friday, 31 October 1952

8:30 to 9:00 Study  
9:00 to 12:00 Group Exercise: Reports Appraisal  
  
1:00 to 4:00 Group Exercise: Reports Appraisal  
4:00 to 5:00 Review and Critique of the Course

5 January 1953

MEMORANDUM FOR: Training Officers, DD/P  
SUBJECT: Reporting Course IV

1. Reporting Course IV will be given during the week 26 to 30 January 1953. Students should report to Room 166, [REDACTED] at 8:30 a.m. on 26 January 1953.

25X1A

2. Before taking this course, students must either have taken the Basic Orientation Course or have had field or headquarters experience in information reporting. It is recommended that all students have attended the Operations Course and Covert Activities Instruction. Students must have TOP SECRET clearance.

3. Training requests for [REDACTED] students should be sent to RSD/TR, 2303 K Building, and those for FI students to the Training Officer, 1067 L Building. Enrollment will be closed on Wednesday, 21 January 1953 by the Registrar, GTR.

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4. It is planned that the next presentation of this course will begin on 23 February 1953.

[REDACTED]  
Deputy Director of Training (Special)

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### SCHEDULE FOR REPORTS COURSE IV

Monday, 26 January 1953

8:30 to 9:00 Registration for the Course  
9:00 to 9:30 Introduction to the Course  
9:30 to 12:00 Study: Reading Material  
  
1:00 to 2:00 Conference: The Reports Function in the Field  
2:00 to 5:00 Study of the Reading Material

Tuesday, 27 January 1953

8:30 to 9:00 Study  
9:00 to 11:00 Conference: The Reports Function at Headquarters  
11:00 to 12:00 Study: Reading Material  
  
1:00 to 2:30 Conference: Evaluation  
2:40 to 5:00 Exercise: Preparation of an Information Report and Operational and Registry Data Sheet

Wednesday, 28 January 1953

8:30 to 9:00 Study  
9:00 to 10:00 Group Exercise: Preparation of a Headquarters Dissemination  
10:10 to 11:00 Demonstration: Customer Evaluation  
11:10 to 12:00 Lecture: CE Information Reporting and Recording  
  
1:00 to 1:50 Conference: CE Information Handling  
2:00 to 2:50 Lecture: Reports to and from Foreign Governments  
3:00 to 5:00 Conference and Exercise: Translation and Transmission (Cable Writing)

Thursday, 29 January 1953

8:30 to 9:00 Study  
9:00 to 11:00 Conference: Fabrication and "Paper Mills"  
11:00 to 12:00 Reading: "Von Braun" Case  
  
1:00 to 2:30 Conference: Training of Agents in Information Collection and Reporting  
2:40 to 5:00 Conference: Collection Targets

Friday, 30 January 1953

8:30 to 9:00 Study  
9:00 to 12:00 Group Exercise: Reports Appraisal  
  
1:00 to 4:00 Group Exercise: Reports Appraisal  
4:00 to 5:00 Review and Critique of the Course

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SCHEDULE FOR REPORTS COURSE V

Monday, 9 March 1953

8:30 to 9:00 Registration for the Course  
9:00 to 9:30 Introduction to the Course  
9:30 to 12:00 Study: Reading Material  
  
1:00 to 2:00 Conference: The Reports Function in the Field  
2:00 to 5:00 Study of the Reading Material

Tuesday, 10 March 1953

8:30 to 9:00 Study  
9:00 to 11:00 Conference: The Reports Function at Headquarters  
11:00 to 12:00 Study: Reading Material  
  
1:00 to 2:30 Conference: Evaluation  
2:40 to 5:00 Exercise: Preparation of an Information Report and Operational and Registry Data Sheet

Wednesday, 11 March 1953

8:30 to 9:00 Study  
9:00 to 10:00 Group Exercise: Preparation of a Headquarters Dissemination  
10:10 to 11:00 Demonstration: Customer Evaluation  
11:10 to 12:00 Lecture: GE Information Reporting and Recording  
  
1:00 to 1:30 Conference: GE Information Handling  
2:00 to 2:50 Lecture: Reports to and from Foreign Governments  
3:00 to 5:00 Conference and Exercise: Translation and Transmission (Cable Writing)

Thursday, 12 March 1953

8:30 to 9:00 Study  
9:00 to 11:00 Conference: Fabrication and "Paper Mills"  
11:00 to 12:00 Reading: "Van Brem" Case  
  
1:00 to 2:30 Conference: Training of Agents in Information Collection and Reporting  
2:40 to 5:00 Conference: Collection Targets

Friday, 13 March 1953

8:30 to 9:00 Study  
9:00 to 12:00 Group Exercise: Reports Appraisal  
  
1:00 to 4:00 Group Exercise: Reports Appraisal  
4:00 to 5:00 Review and Critique of the Course

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